

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 25 FEBRUARY 2026 at 7.25pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Elizabeth Wickham – Vice – Chairman
Councillor Lorna Cross
Councillor Peter Harris
Councillor Richard Lees
Councillor Graham Taylor

ABSENT: There were none

ALSO PRESENT: Graham Blew - Town Clerk
Indigo Allred – Administration Officer

466/25-26. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

467/25-26. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to other commitments.

An apology for absence was received from Councillor Lesly Howes, due to other commitments.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

468/25-26. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

469/25-26. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

470/25-26. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 26 JANUARY 2026.**

Recommended: That the minutes from the meeting held on 26 January 2026 be confirmed and signed.

471/25-26. **STAFF MATTERS.**

Councillor Graham Taylor tabled a draft "Option for restructure of the Town Council".

Members thanked Councillor Graham Taylor and agreed that the draft proposal was a good starting point.

There followed a lengthy discussion on the contents of the document and confirmed that this would be an ongoing project, but some things were a priority and required actioning quickly. It was then proposed, duly seconded and agreed:

Recommended:

- 1 That the Town Council advertise for an office based Responsible Financial Officer to work 7.5 hours /week and to attend evening meetings as and when required.
- 2 That the Town Council advertise for an office-based Admin Assistant to work 15 hours over 5 days/week (10am to 1.00pm).
2. That the Town Council appoint an office base Assistant Town Clerk to work 37 hours /week.
- 3 That the Town Clerk and Administration Officer be delegated authority to produce job descriptions and role responsibilities for the above posts.

There being no further business, the Meeting closed at 8:52 pm.

Signed: _____ Date: _____
(CHAIRMAN)